

CITY OF MANCHESTER

PLANNING AND ZONING COMMISSION MEETING MINUTES NOVEMBER 24, 2014

COMMISSIONERS

Jason Truesdell, Chairman (2018)
James Labit, Secretary (2016)
Joni Korte (2016)
Tom Brown (2017)
Jack Fluchel (2015)
Mark Smith (2018)
Dave Willson, Mayor

CITY OFFICIALS AND STAFF

Mike Clement, Alderman, Ex-Officio member
Kathy Arnett, Planning and Zoning Director
Melissa Barklage, Recording Secretary

CASES

NUMBER

14-SP-007 – A request for Site Plan approval has been made by Rashid Muhammad to allow for the addition of a 397 square foot storage shed at the existing Al Manara Academy located at 929 Big Bend Road. The property is zoned R-4 Single Family Residential.

REPRESENTATIVES OF CASES

- **Rashid Muhammad**
Al Manara Academy
929 Big Bend Road
Ballwin, MO 63121
3109-706-4118

1. CALL TO ORDER

Commissioner Truesdell called the Planning and Zoning meeting of November 24, 2014 to order at 7:02 p.m.

2. ROLL CALL

Commissioner Truesdell asked the Recording Secretary to take roll.

Commissioner/Secretary James Labit	Present	Chairman Jason Truesdell	Present
Commissioner Jack Fluchel	Excused	Commissioner Mark Smith	Excused
Commissioner Joni Korte	Present	Alderman Mike Clement	Present
Commissioner Tom Brown	Excused	Director Kathy Arnett	Present
Mayor David Willson	Present	Melissa Barklage, Recording Secy	Present

3. APPROVAL OF MINUTES

Commissioner Labit made the motion to approve the minutes of October 13, 2014. Motion seconded by Mayor Willson; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
4	0	0	3

4. APPROVAL OF AGENDA

Commissioner Truesdell asked if there were any changes to the agenda. Commissioner Labit made the motion to approve the agenda as presented. Commissioner Korte seconded; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
4	0	0	3

5. **OLD BUSINESS**

A. **No Old Business**

6. **NEW BUSINESS**

- A. **CASE #14-SP-007** - A request for Site Plan approval has been made by Rashid Muhammad to allow for the addition of a 397 square foot storage shed at the existing Al Manara Academy located at 929 Big Bend Road. The property is zoned R-4 Single Family Residential.

Representing the case today for Al Manara Academy is Rashid Muhammad. He stated that they moved into the property at 929 Big Bend Road back in August. They were under the impression that they would be given use of a storage shed at the location however the shed was taken by the prior tenant.

Director Arnett stated there were no changes originally to the site plan when they came to the commission but now site plan approval is needed because of the addition of the shed. Previously there were two smaller sheds north of the church building. The Department noted that the shed building would need to be ten (10) feet from the primary building per building and fire code requirements. Due to the size of the shed, the petitioner will have to get a building permit through St. Louis County. They will also need to go to the Fire Department who will do site plan approval. Director Arnett asked that the condition of both the fire department permit and site plan approval be attached to the approval of this site plan by the Commission tonight before municipal zoning approval would be given.

Commissioner Labit asked if it would be built or pre-fab. Mr. Muhammad said that it would be built out of wood.

Commissioner Korte asked what their plan was for the exterior of the building. Mr. Muhammad said that it would be wooden exterior with plywood and paneling with 2 by 4's. Shingles would be placed on top. Commissioner Korte asked if they would put double doors on the side and Mr. Muhammad confirmed that they would.

Mayor Willson confirmed where the two sheds used to be in the photos that were provided.

Alderman Clement asked Director Arnett to clarify again what steps are going to be required for the approval of the site plan tonight. Director Arnett stated that he would need to get site plan approval and a permit from West County Fire. Then they would come back to the City for Municipal Zoning before going to St. Louis County for the actual building permit of the shed.

Chairman Truesdell asked about the height dimensions of the shed. The notes in the packet for the dimensions of the shed states that the shed will be from 7 feet 3 inches to 7 feet 11 inches tall. Mr. Muhammad stated that they wish to have the roof slanted to help with water runoff. The roof will be no more than 8 feet tall. The shed will not be visible from the road.

Commissioner Labit made the motion to approve site plan with the condition that required permitting and site plan approval from West County EMS be obtained before receiving Municipal Zoning

Approval from City of Manchester on building permit on CASE #14-SP-007. Chairman Truesdell seconded the motion; it was passed by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
4	0	0	3

7. PLANNING AND ZONING DIRECTOR’S REPORT

Director Arnett explained about the delay in packets going out due to a late cancellation of one of the cases on the agenda. However, this case may return at a later date.

Director Arnett provided an update on the Culver’s lot. They are still working with the traffic engineering on the median on Manchester Road. No known date on when building will begin at this time.

8. EX-OFFICIO’S REPORT

Alderman Clement provided report on the Board of Alderman. The last meeting lasted less than 30 minutes. There was a first reading of the budget and hopefully the last reading will be a week from tonight.

9. COMMENTS FROM THE PLANNING AND ZONING COMMISSION

10. ADJOURNMENT

Commissioner Labit made the motion to adjourn the Planning and Zoning Commission meeting of November 24, 2014 at 7:22 p.m. Motion seconded by Commissioner Korte; motion approved by voice vote. The vote taken was recorded as follows:

<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Excused</u>
4	0	0	3

Respectfully submitted by:
Melissa Barklage, Recording Secretary

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